

# *Department of Accounts*

## *Payroll Bulletin*

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✓ New Cash Match Report

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)

State Payroll Operations

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### **New Cash Match Report**

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#### **Cash Match Discrepancy Listing, U149**

Effective January 2014 a new report, the Cash Match Discrepancy Listing, U149, will automatically be sent to all agencies after each semi-monthly certification. This report replaces the old U142 and U143. The U149 analyzes both the deferred compensation and annuity cash match together on one report. The report lists potential discrepancies/errors that each agency is required to review and resolve as needed. If there are no discrepancies detected for the entire agency, then the message "No errors found" will be issued. The error codes are:

- Error Code 1    MUST BE SALARIED TO HAVE CASH MATCH
- Error Code 2    HAS BOTH DEDUCTION 45 AND 46
- Error Code 3    HAS DED 45 WITH NO DED 38
- Error Code 4    HAS DED 46 WITH NO DED 39
- Error Code 5    INCORRECT CASH MATCH AMOUNT (Deferred Comp)
- Error Code 6    INCORRECT CASH MATCH AMOUNT (Annuity)
- Error Code 7    DED 38 IS LESS THAN MINIMUM ALLOWED
- Error Code 8    DED 45 AND/OR 46 YTD EXCEEDS MAX

The current cash match amount for the Commonwealth is 50% of the employee's contribution up to \$20/per semi-monthly payday. For further information on cash match plan rules, please reference CAPP topic 50420, Retirement Cash Match Plans. While deduction activity for Cash Match amounts should be largely controlled by the automated interfaces, there may be times when manual data entry is required. The maximum cash match allowed is 50% of the employee's contribution amount or the amount listed below, whichever is less:

| <u>Number of Pays</u> | <u>Maximum</u> | <u>Number of Pays</u> | <u>Maximum</u> |
|-----------------------|----------------|-----------------------|----------------|
| 09                    | 53.34          | 18                    | 26.67          |
| 10                    | 48.00          | 20                    | 24.00          |
| 11                    | 43.64          | 22                    | 21.82          |
| 12                    | 40.00          | 24                    | 20.00          |

Please note that on the first U149, dated 1/13/2014, employees with 18 pays and 26.67 are listed as an error, when that may be the correct amount if the 18-pay employee is contributing at least 53.34 per pay period. The next set of reports has been corrected for this.

A sample report is on the next page.

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COMMONWEALTH OF VIRGINIA

REPORT U149 PAYB0807  
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CASH MATCH (DED 45 + 46) DISCREPANCY LISTING  
 FOR CHECKS DATED 11/18/2013 - 11/27/2013

| EMPLOYEE<br>NUMBER<br>NAME | PAY<br>TYPE | NO<br>OF<br>PAYS | 38 AMT<br>45 AMT<br>45 YTD | 39 AMT<br>46 AMT<br>46 YTD  | 45 + 46<br>COMBINED<br>YTD | ERROR NUMBER AND DESCRIPTION              |
|----------------------------|-------------|------------------|----------------------------|-----------------------------|----------------------------|---|
|                            | 2           | 18               | 1,175.00<br>0.00<br>240.12 | 1,300.00<br>26.67<br>480.00 | 720.12                     | 08 - DED 45 AND/OR 46 YTD EXCEEDS THE MAX |
|                            | 2           | 18               | 344.00<br>0.00<br>80.04    | 0.00<br>0.00<br>0.00        | 80.04                      | 05 - INCORRECT CASH MATCH AMOUNT          |
|                            | 2           | 18               | 0.00<br>0.00<br>0.00       | 50.00<br>26.67<br>480.00    | 480.00                     | 06 - INCORRECT CASH MATCH AMOUNT          |
|                            | 2           | 24               | 0.00<br>0.00<br>0.00       | 0.00<br>20.00<br>60.00      | 60.00                      | 04 - HAS DED 46 WITH NO DED 39            |
|                            | 2           | 18               | 0.00<br>0.00<br>0.00       | 53.32<br>26.67<br>480.00    | 480.00                     | 06 - INCORRECT CASH MATCH AMOUNT          |
|                            | 2           | 24               | 20.00<br>0.00<br>90.00     | 0.00<br>0.00<br>0.00        | 90.00                      | 05 - INCORRECT CASH MATCH AMOUNT          |
|                            | 2           | 24               | 0.00<br>20.00<br>480.00    | 0.00<br>0.00<br>0.00        | 480.00                     | 03 - HAS DED 45 WITH NO DED 38            |
|                            | 2           | 24               | 0.00<br>0.00<br>26.68      | 250.00<br>0.00<br>186.62    | 213.30                     | 06 - INCORRECT CASH MATCH AMOUNT          |
|                            | 2           | 24               | 20.00<br>0.00<br>170.00    | 0.00<br>40.00-<br>40.00     | 210.00                     | 05 - INCORRECT CASH MATCH AMOUNT          |
|                            | 2           | 24               | 100.00<br>26.67<br>330.03  | 0.00<br>0.00<br>0.00        | 330.03                     | 05 - INCORRECT CASH MATCH AMOUNT          |